



**"MASTER"**

## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT  
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1000.1A  
012  
8 Jun 11

### NAVCRUITDISTNY INSTRUCTION 1000.1A

Subj: NAVY RECRUITING DISTRICT NEW YORK MENTORING PROGRAM

Ref: (a) CNO's 2007 Guidance - Focus on Execution  
(b) OPNAVINST 1740.3 (Series)  
(c) COMNAVCRUITCOMINST 1000.1A  
(d) OPNAVINST 1040.11 (Series)

Encl: (1) Mentorship Contract  
(2) Mentor Discussion Points Checklist  
(3) Goal Worksheet  
(4) Quarterly Follow-Up Worksheet

1. Purpose. To introduce the concept of mentoring as a leadership and team building tool and to provide guidance for administering a sound mentoring program for Navy Recruiting District (NRD) New York personnel per references (a) through (d). Enclosures (1) through (4) comprise the Mentorship Contract and all requisite paperwork.

2. Background. As leaders, we invest in our people through education, training, and career development to achieve and maintain the skills required to execute our mission. Mentoring is an essential ingredient in that plan. It develops well-rounded, professional Sailors and ensures those who eventually assume leadership roles have the skills needed to successfully complete the mission.

### 3. Discussion

a. Mentoring is a way for Sailors to share their professional and personal development experiences with new or less experienced Sailors. It prepares Sailors for the increased responsibilities they will assume as they progress in their careers, and is an ongoing professional and personal development program designed to help each individual reach his or her maximum potential. A successful mentoring program allows those who participate to benefit directly from the life experiences of

others through mentoring and modeling. Membership enhances morale and discipline while maintaining chain-of-command authority.

b. Mentoring provides professional relationships that foster free communication between Sailors and their mentors concerning their careers, performance, duties, quality of life, and mission. Successful mentor/protégé relationships benefit members through increased confidence and a sense of direction and may develop into lifelong relationships that last far beyond the initial assignment. By participating in a mentor/protégé relationship, mentors develop valuable skills that can further their personal and professional development.

4. Objectives. To establish a mentor program designed to assist all assigned military personnel with their personal and professional development. Mentoring will ultimately prepare each individual for specific and general responsibilities they may be required to assume during the course of their career. Several programs exist to help the mentor with their mentee's professional development. These include but are not limited to: career counseling, evaluations and fitness reports, professional military education, technical education, academic education, assignment opportunity, core values, Navy history, heritage, and professional ethics.

5. Responsibilities

a. Commanding Officer (CO). The CO is responsible for developing and promoting a robust mentoring program within their area of responsibility. The Commanding Officer gives direction and credibility to the program.

b. Executive Officer (XO). The XO will assign a Command Mentorship Program Coordinator and will oversee the pairing of officer protégés to mentors in paygrades O-4 and below.

c. Command Master Chief (CMC). The CMC is the primary enlisted advisor to the CO for the success of the program.

d. Command Mentorship Program Coordinator (CMPC). The CMPC is responsible for administering an effective mentorship program within the command and is the primary assistant to the XO and CMC. The CMPC will also:

(1) Maintain the CMPC notebook and provide continuous updates to the CMC.

(2) Conduct bi-annual meetings with the Division Mentorship Program Coordinators and inspect their records. Enclosures (1) through (4) will be inspected.

(3) Oversee the pairing of protégés and mentors. Each pairing will have a completed Mentorship Contract (comprised of Enclosures (1) through (4)).

e. Division Officers (DIVO)/Leading Chief Petty Officers (LCPO) will appoint Division Mentorship Program Coordinators (DMPC) who will be responsible for administering an effective mentorship program within their Division/Department and will be accountable to the CMPC. LCPOs will assign a highly motivated E-5 or above as the DMPC. LCPOs will facilitate the assignment of Sailors within their Division/Department to a mentor, understanding that the best mentor may belong to another Division/Department. LCPOs will:

(1) Be directly involved in the professional development of their Sailors.

(2) Be responsible for ensuring all Sailors have an Individual Development Plan (IDP) that identifies at least one long-term goal (one year) and one short-term goal (four months), and assigned mentors in writing.

(3) Ensure all Sailors enrolled in the Fitness Enhancement Program (FEP) have at least two long-term goals and two-short term goals, of which one long-term and one short-term goal will be directed towards fitness improvement.

(4) Use forms already existing in Career Information Management System (CIMS) and Leadership Development Roadmap (LDR) to develop the IDP and establishment of goals.

f. Division Mentorship Program Coordinators will:

(1) Maintain a Division Mentor Coordinator's notebook.

(2) Maintain a spreadsheet of mentor/protégé match-ups for the Division.

(3) Maintain a file of signed mentorship contracts, enclosure (1).

(4) Facilitate Mentor Training Course as required by the CMPC.

g. Mentors act as trusted counselors, or guides, who assist Sailors in setting and achieving goals. Specifically, they will:

(1) Discuss short and long-range personal, professional, and educational development goals and ways to achieve them.

(2) Provide guidance, support, and encouragement throughout the time of mentorship agreed upon.

(3) Assess protégé developmental needs, help prepare IDPs, and monitor protégé progress toward achieving objectives.

(4) Meet with protégé at intervals sufficient to assess the protégé's progress towards achieving objectives.

(5) Agree to no-fault conclusion of the mentoring relationship when/if that becomes appropriate action.

(6) Attend protégés' Career Development Boards (CDB).

h. Protégés will:

(1) Receive mentoring guidance and counseling.

(2) Show willingness to assume responsibility for his/her own growth and development.

(3) Work to succeed at one or more levels above present position.

(4) Stay receptive to coaching and feedback.

(5) Seek challenging assignments and new responsibilities.

## 7. Accountability

a. DIVOs and LCPOs will ensure each Sailor has completed an

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IDP and that the IDP is implemented effectively. The IDP will serve as a contract between the protégé and the mentor. Each person will sign the IDP, and a copy will be maintained by the DMPC. The DMPC will maintain a binder for the Division/Department, which will contain, at a minimum, a copy of the Command Mentorship Instruction, and individual IDPs for each Sailor in the division.

b. DMPCs and the LCPO will meet at least annually with the CMPC, according to the Division in the Spotlight schedule (DITS), to ensure effective implementation of each Sailor's IDP.

8. Action. The CMPC is responsible to the CO for maintaining an effective Command Mentoring Program, along with providing constructive feedback to the XO and CMC.

9. The CMPC will review this instruction annually.

  
S. M. McNinch

MENTORSHIP CONTRACT

MENTOR'S COMMITMENT:

I hereby commit my time, effort and resources without prejudice to the Mentor program for a minimum of one year from this date, or until this contract is terminated by mutual agreement. I will support your needs and aspirations as your Mentor and agree to provide adequate time to interact with my assigned protégé, \_\_\_\_\_.

I will exercise sound leadership and pass on the knowledge and experience I have gained through my successful Naval Service. I have a clear understanding of all my requirements set forth in NAVCRUITDISTNYISNT 1000.1A and will carry them out to the utmost of my ability.

\_\_\_\_\_  
MENTOR

\_\_\_\_\_  
Date

PROTÉGÉ'S COMMITMENT:

I hereby commit my time, effort and resources without prejudice to the Mentor program for a minimum of one year from this date, or until this contract is terminated by mutual agreement. I agree to provide adequate time to interact with my assigned Mentor, \_\_\_\_\_. I will take this opportunity to better myself and take advantage of all that my Mentor has to offer. I have a clear understanding of all requirements set forth in NAVCRUITDISTNYISNT 1000.1A and will carry them out to the utmost of my ability.

\_\_\_\_\_  
PROTÉGÉ

\_\_\_\_\_  
Date

**MENTOR DISCUSSION POINTS CHECKLIST**

Discuss and record Sailor's short-term and long-term goals (personal and professional). File in Division Officer's Notebook.

\_\_\_\_\_  
Signature Date

Establish an account through Navy Knowledge Online. Educate Sailor on resources available on NKO Website.  
(<https://www.nko.navy.mil>)

\_\_\_\_\_  
Signature Date

Establish an account through Navy Reserve Knowledge Online. Educate Sailor on how to navigate website to find reserve command information. (<https://navyreserve.navy.mil>)

\_\_\_\_\_  
Signature Date

Define and discuss Perform to Serve (PTS) process.

\_\_\_\_\_  
Signature Date

Determine advancement eligibility and explain advancement system. (BUPERSINST 1430.16)

\_\_\_\_\_  
Signature Date

Discuss Navy Physical Fitness Program and benefits of a daily fitness routine. (OPNAVINST 6110.1)

\_\_\_\_\_  
Signature Date

Explain medical and dental benefits. (<https://tricare.osd.mil>  
and <https://www.ucci.com>)

\_\_\_\_\_  
Signature Date

Discuss the importance of a will and power of attorney. Identify local resources to assist member.

\_\_\_\_\_  
Signature Date

Discuss community service opportunities and command collateral duties.

\_\_\_\_\_  
Signature Date

Discuss financial counseling and available resources to include Thrift Savings Plan.

\_\_\_\_\_  
Signature Date

Discuss education opportunities and explain benefits of Navy College. Explain Learning Resource Center benefits and review SMART Transcript.

\_\_\_\_\_  
Signature Date

Discuss programs offered by Family Service Center and Navy Relief Program.

\_\_\_\_\_  
Signature Date

Discuss base amenities and show location of NEX, MWR, Gym, Chapel, Family Service Center and any other facility that may be of interest to protégé.

\_\_\_\_\_  
Signature Date

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GOAL WORKSHEET

Name: \_\_\_\_\_ Rate: \_\_\_\_\_ EAOS: \_\_\_\_\_

Department: \_\_\_\_\_ PRD: \_\_\_\_\_

Mentor: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

1. What are your personal and professional goals?

SHORT TERM:

LONG TERM:

2. Have you started on advancement requirements/studying for the next pay grade? If so, what are you studying?

3. What are some of your off-duty interests/experiences?

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**QUARTERLY FOLLOW-UP WORKSHEET**

This sheet will be maintained by the Command Mentoring Program Coordinator and will be filed in a binder maintained by each Division Mentoring Program Coordinator accessible by Mentors and Protégé.

Protégé:

Mentor:

**Counsel Date:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Counsel Date:**

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Signature

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**Counsel Date:**

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**Counsel Date:**

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